

## Biosolids Permit Application Checklist

County \_\_\_\_\_

Gross Acres \_\_\_\_\_

Company \_\_\_\_\_

Net Acres \_\_\_\_\_

Date Rcvd PRO \_\_\_\_\_

Date Admin Review \_\_\_\_\_

by \_\_\_\_\_

2nd Review \_\_\_\_\_

### Notes/ comments

Payment Posted

☐

water permit fee form rev-1/ CO notice

Financial Assurance

☐

Check DEQnet

Pub Notice Auth&Billing Form

☐

permit manual, p. 18

Biosolids Use Permit Form

☐

Form A

☐

Signatory Cert

☐

Form D

☐

Non-hazardous Cert

☐

O & M Manual

☐

must be approved; 9VAC25-32-500.A

Site Books

☐

inspector received on

Contact with Contractor

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County										
Permit Applicant										
Site books received										
Site review - environmental features										
Site review - cultural, residential features										
Acres verified in field										
Revisions requested										
Revisions received										
Tax Maps verified										
Attachment A verified & transmitted to permit writer										
I have inspected these sites in person, and attest that the information presented is accurate to the best of my knowledge.										
DEQ Inspector										

## VPA BIOSOLIDS ISSUANCE/REISSUANCE Tracking Sheet

Facility Name: \_\_\_\_\_

County: \_\_\_\_\_

Owner: \_\_\_\_\_

Permit #: \_\_\_\_\_

Expiration Date or 120 Days: \_\_\_\_\_

Permit Writer: \_\_\_\_\_

	<u>Date</u>
Application Received (update CEDS)	
Application (permit) Number Assigned	
Application Notice Letter to VDH	
Application Notice to Local Government (chief administrator)	
Application Notice to DCR (email notification to Tim Sexton)	
Form A Received	
Form D Received	
Application For A Biosolids Use Permit, 2007 Received	
Permit Fee Form and Fee Deposited	
Evidence of Financial Responsibility	
Billing Information Form (not required at time permit application review)	
Public Notice Authorization Form (not required at time permit application review)	
Additional Information Requested (first time)	
Additional Information Received (first time)	
Additional Information Requested (second time)	
Additional Information Received (second time)	
Application Administrative Review Letter to Permittee (within 14 days)	
Site Inspection	
Technical Comments From VDH, DCR, Local Government, etc.	
Application Technical Review Letter to Permittee (within 60 days, if applicable)	
Public Notice to Newspaper	
Public Notice to VDH, Local Government, DCR, and CO	
Verification from Newspaper	
Public Meeting – Public Meeting Comment Period Ends:	
Comments Received from Public Meeting	
Application Considered Complete (letter to owner)	
Draft Permit & Fact Sheet Prepared (120 days from end of public comment period)	
Draft Permit & Fact Sheet Reviewed by Water Permitting Staff	
Draft Permit & Fact Sheet Reviewed by Water Compliance Manager	
Draft Permit & fact sheet reviewed by OLAP	
Draft Permit, Fact Sheet, & Public Notice Information to Owner (14 days)	
Draft Permit & Fact Sheet Mailed to VDH and DCR	
Public Notice, PN Authorization Form, and Billing Information Form to Newspaper for Draft Permit	
PN of Draft Permit Mailed to Local Government	
30 Day Public Comment Period	
Public Hearing Date (if needed)	
Public Notice Period Complete (Add Public Notice dates to fact sheet)	
Enter All Applicable Information (events, special conditions, etc.)	
After Signed, Enter Signature & Other Applicable Dates Into CEDS	

### Concurrences

Signature					
Date					